

## **OCCUPATIONAL GROUP: Engineering, Mathematics and Science**

### **CLASS FAMILY: Archaeology**

#### **CLASS FAMILY DESCRIPTION:**

**This family of positions includes those individuals responsible for conducting cultural resources surveys and archaeological investigations. They manage the States archaeological resources, including sites and data and address the issues of archaeological resource protection.**

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#### **CLASS TITLE: Archaeologist 1**

##### **DISTINGUISHING CHARACTERISTICS:**

These positions, under general supervision, perform full-performance level professional work in archaeology. The general purpose of this level is to manage all aspects of record keeping for the State Archives and to collect, appraise, inventory, process, conserve and manage documents and items of historic, legal, administrative and evidentiary significance and value to the State of West Virginia. In accordance with Federal Curation Guidelines these positions plan, direct and coordinate the acquisition, accession, safekeeping, exhibit, research, and public service activities associated with the State's archaeological collections, records and documents. These positions typically will not have budgetary or supervisory responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises and conducts excavations at historic sites of major significance.
- Studies, classifies, and interprets artifacts recovered to determine age and cultural identify.
- Prepares and preserves artifacts for the state's archaeological collections, ensuring appropriate archival.
- Establishes chronological sequence of development of each culture from simpler to more advanced levels.
- Consults with other professional persons engaged in historical archeology.
- Writes progress and final reports on the excavations and analyses.
- Presents lectures relating to archeology.

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles, practices and techniques of archeology.
- Knowledge of the techniques of archeological excavation and the processing and analysis of historic artifacts.
- Knowledge of methods or archeological site restoration and historic building restoration.
- Knowledge of state and federal laws governing archaeological investigations.

- Knowledge of sources of historical research.
- Knowledge of methods of historical site research.
- Knowledge of archival procedures.
- Ability to plan and conduct archeological research projects.
- Ability to plan, conduct, and supervise archeological excavations.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Master's Degree in Archaeology or Anthropology from a regionally accredited college or university

**Experience:** 0-2 years of full-time or equivalent part-time paid experience related to Archaeology

**Education & Experience Substitution:** Experience in archaeological research activities may substitute for the Master's Degree on a year-for-year basis.

**Certificates, Licenses, Registrations:** N/A

#### **CLASS TITLE: Archaeologist 2**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions, under general supervision, perform professional work in archaeology at the advanced level. Individuals in these positions lead and direct a crew of archaeological specialists in field survey and excavation sites, coordinate the logistics for each project and arrange for supplies, tools, and equipment, provide assistance and outreach services, prepare technical reports for each project, as well as conduct and coordinate archaeological research, manage contracts and grants, and provide recommendations for the approval of archaeological permits. These positions serve as consultants or technical experts, and represent the division at professional functions. These positions may be responsible for working within a budget and may serve as supervisor. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs in an expert role in the identification and interpretation of historical artifacts.
- Leads the work of others; assigns and reviews work; trains others.
- Conducts excavations at historic sites of major significance.
- Studies, classifies, and interprets artifacts recovered to determine age and cultural identify.
- Prepares and preserves artifacts for the state's archaeological collections, ensuring appropriate archival.
- Establishes chronological sequence of development of each culture from simpler to more advanced levels.
- Consults with other professional persons engaged in historical archeology.
- Writes progress and final reports on the excavations and analyses.
- Presents lectures relating to archeology.
- May supervise other archaeologists and/or technical staff.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles, practices and techniques of archeology.
- Knowledge of the techniques of archeological excavation and the processing and analysis of historic artifacts.
- Knowledge of methods or archeological site restoration and historic building restoration.
- Knowledge of sources of historical research.
- Knowledge of methods of historical site research.
- Knowledge of archival procedures.
- Ability to plan and conduct archeological research projects.
- Ability to plan, conduct, and supervise archeological excavations.

## **MINIMUM QUALIFICATIONS:**

**Education:** Master's Degree in Archaeology or Anthropology from a regionally accredited college or university

**Experience:** 1-3 years of full-time or equivalent part-time paid experience related to Archaeology

**Education & Experience Substitution:** Experience in archaeological research activities may substitute for the Master's Degree on a year-for-year basis.

**Certificates, Licenses, Registrations:** N/A

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